

**DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
DIRECTORATE DIVISION  
OFFICE OF LEGISLATIVE AFFAIRS**

**INCUMBENT:** Vacant

**JOB TITLE:** Legislative Constituent Liaison

**CLASSIFICATION:** Associate Government Program Analyst (AGPA)

**STATEMENT OF DUTIES:** Under the direction of the Staff Services Manager II, the AGPA acts as the department liaison for legislative constituent inquiries. The AGPA also analyzes legislation for possible impact to the department and completes annual and special projects of legislative interest to the Attorney General. The AGPA works with all areas within the department, the California Legislature, California Congressional members, and their staffs. The AGPA must have the ability to tactfully elicit information and cooperation from various individuals and resources which requires a high level of professionalism and discretion. The duties of this job require independence of action, analyses, initiative, knowledge of departmental policies, and thorough knowledge of office practices.

**SUPERVISION RECEIVED:** Reports to the Staff Services Manager II of the Office of Legislative Affairs (OLA).

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to occasionally lift/move up to 25 pounds. May be required to use a computer terminal, up to eight hours a day, in order to prepare assignments.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment.

**ESSENTIAL FUNCTIONS**

60% Independently analyzes, and researches complex, sensitive, and/or high priority constituent inquiries received from the California Legislature, the California Congressional members, and their staffs by utilizing internal department databases and consulting with executive level staff and department subject matter experts in order to provide written responses on behalf of the department. Brief OLA Legislative staff and Executive Management on relevant, high profile constituent matters.

- 15% Independently reviews and analyzes introduced and amended legislation to determine potential impact to programs within the department. Requests additional information from departmental personnel and/or performs additional research as necessary.
- 10% Serves as the department's Legislative Concepts Coordinator. Works closely with departmental divisions and programs to coordinate the timely submission of legislative concepts and proposals to the OLA. Coordinates with the OLA Legislative Advocates and Director on status of legislation sponsored, supported or opposed by the Attorney General and monitors such legislation to ensure timely submission of support, sponsor, or oppose letters to the Legislature and/or Governor's office.
- 5% Responsible for the formulation, management, improvements to, and implementation of policies, practices, and procedures for the OLA internal legislative tracking database (BillWatch). Responsible for identifying improvements that will promote the optimum operation of BillWatch. Acts independently to coordinate and improve BillWatch training for departmental staff as needed.
- 5% Utilizes BillWatch and other software programs, including, but not limited to Microsoft Excel and Microsoft Word, to prepare reports to present to departmental management and executive staff.
- 5% Performs special projects related to areas of legislative interest to the Attorney General and the Department of Justice.

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I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

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I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee's Signature

Date

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Supervisor's Signature

Date

11/2022